

Kelso Building Department ^[1]

Building Permits

The Kelso Building Department issues permits for all new construction within the Kelso city limits. This involves the detailed examination of building plans, calculations, and specifications for compliance with building, plumbing and mechanical codes, as well as, field inspections of all aspects of construction and its various component parts and systems.

Permits are required to construct, enlarge, alter, repair, move, or demolish a building or structure; change the use of a building; or erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system.

Helpful Information Before You Begin

- [When do I need a building permit?](#) ^[2] (PDF)
- The City of Kelso does not issue electrical permits. For electrical permits and electrical inspections, contact WA State Department of Labor and Industries at (360) 575-6900 or www.lni.wa.gov/ ^[3].

Permit Center

- Location: Kelso City Hall, Second Floor, 203 S. Pacific Ave., Kelso, WA 98626
- Phone: (360) 423-9922
- Fax: (360) 423-6591
- Email: building@kelso.gov ^[4]
- For general building and planning information, a department receptionist is available Monday through Friday, 9:00 am to 5:00 pm.
- Permit application intake and permit issuance hours are Monday through Friday, 9:00 am to 4:30 pm.

Inspections

The City's Building Department provides inspection services for sign and demolition permits, as well as, residential and commercial inspections of mechanical, plumbing and building permits.

- Current inspection times are Monday through Thursday, 2:00 pm to 4:00 pm.
- Starting October 5, 2015, inspection times will be Monday through Thursday, 10:00 am to 12:00 pm.
- No inspections will be conducted on Fridays.
- Inspection requests must be received by 5:00 pm for next day inspections.
- Final inspection requests require 48 hours notification.

- To schedule inspections, please call (360) 423-9922.

Plan Reviews

The complexity and completeness of all plans will affect the review time of construction projects. For new construction projects east of Interstate 5, a current geotechnical report will be required at time of plan submittal.

Forms and Documents

[Building Permit Application](#) ^[5] Used for roofing, plumbing, mechanical, signs, and building permits (must be filled out for all building permit submittals).

[Building Permit Checklist - Commercial](#) ^[6]

[Building Permit Checklist - Residential](#) ^[7]

[Grading Permit Worksheet](#) ^[8]

[Fire Sprinkler Affidavit](#) ^[9]

[Site Plan Checklist - Residential Example](#) ^[10]

We are currently in the process of updating and creating additional forms. If you do not see what you are looking for, please feel free to contact our office.

City of Kelso, Washington



Source URL: <http://www.kelso.gov/departments-services/community-development/building-department>

Links

[1] <http://www.kelso.gov/departments-services/community-development/building-department>

[2] http://www.kelso.gov/sites/default/files/images/cd-documents/when_do_i_need_a_permit_form.pdf

[3] <http://www.lni.wa.gov/>

[4] <mailto:building@kelso.gov>

[5] <http://www.kelso.gov/document/building-permit-application>

[6] <http://www.kelso.gov/document/building-permit-checklist-commercial>

[7] <http://www.kelso.gov/document/building-permit-checklist-residential>

[8] <http://www.kelso.gov/document/grading-permit-worksheet>

[9] <http://www.kelso.gov/document/fire-sprinkler-affidavit>

[10] <http://www.kelso.gov/document/site-plan-checklist-and-drawing-area-residential>